

Office of Communications

a. Membership;

b. Secretariat

c. Meetings: Semi-weekly

d. Inter-Office Rotation: none

e. Extra-Agency Training: 1

f. Rotation Loan Slots: authorized, 3; used, 1

g. Summary of Activities:

A number of studies were completed or initiated during the reporting period for the Board. Among them were

1. A survey of individuals subject to rotation under Supplementary Activities was completed and recommendations were made concerning duty toward providing for an experienced nucleus of personnel to maintain operations for at least two years.

2. A review was completed on causes for the high rate of separation among engineering employees. It was determined that the high rate can be attributed to the favorable salary conditions in industry. The Board has been directed to review the cases of all individuals who may qualify for promotion and to recommend appropriate action.

3. A survey has been initiated to determine the reasons for the high rate of clerical separations.

The Board participated in discussion regarding tenure as related to the Career Service Program with representatives of the Personnel Office. It was the consensus of Board membership that until a reduction-in-force selection review process is established, there is no position security in a legal sense under the Program although the Board noted that position security is certainly extremely good in view of Agency policy extending the separation procedures of the Veterans Preference Act of 1944 to all Agency employees. The Board continues its policy of inviting interested persons to its meetings for the purpose of observing the methods and procedures utilized within the Office of Communications to implement the Career Service Program. The Board considered a total of 58 rotation actions, 33 promotions, 4 transfers, and 6 other actions during the period. The Chairman points out, in reporting these figures, that the Board has cognizance of and actively participates in actions affecting the promotion and rotation

assignment of every individual assigned to the Office. The Board has established the policy that persons returning from overseas will be informed prior to their departure from their station of the tentative plans that have been made for their next assignment. This program has now reached the stage where plans for the rotation of all Commo personnel are complete six months in advance of due dates. The Board has been concerned with the length of overseas tours of duty.

25 YEAR RE-REVIEW

13 June 1952 - 15 August 1952

c. Office of Communications.

The OCO Career Service Board was organized on 21 July (OCO Order 24-52)

In addition to its assigned responsibilities the OCO Career Service Board will: 1) insure six months lead-time for determination of headquarters-overseas rotation, 2) control length of tours of duty in headquarters and field, 3) review promotion of all Communications personnel into grade GS-13 and below, using criteria involving age and experience, and 4) conduct a survey of individual qualifications.

15 August 1952 - 15 December 1952

Office of Communications

a. Membership:

- b. Meetings: Semi-weekly
- c. Inter-Office Rotation: none reported
- d. Extra-Agency Training: none reported
- e. Rotation Loan Slots: Authorized, 3; used, 0
- f. Summary of Activities: A total of 125 intra-office rotations, 169 promotions, 19 training applications and 3 transfers were reviewed during the period. Further progress was reported on the recording of accomplishments of OCO field personnel. It was noted, however, that difficulty is being encountered in obtaining valid information on individuals from Agency records for purposes of Board review. The need for a Service Record for each individual was emphasized. The Board has adopted the practice of inviting individuals from various divisions and field offices within the Office of Communications to observe Board meetings. It is noted that this practice should be continued inasmuch as it represents a marked factor in assuring all, regardless of station assignment, that they will receive fair, prompt, and equitable treatment in matters affecting their career service development. A representative of PM/DDP was briefed in all methods employed by OCO in the operation of its Career Service Board. The Placement Officer for OCO

from the Personnel Office is now in regular attendance at Board meetings. The Board has initiated a study which will result in the classification of personnel under the Career Service Program in a manner similar to that set forth under dated 1 December 1952.